

Bulletin Number	2563BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Beaches and Harbors
Position Title	GROUNDS MAINTENANCE WORKER I / AS NEEDED
Exam Number	I0352AM
Filing Type	Open Continuous
Filing Start Date	06/21/2011
Filing End Time	6:00 pm PST
Salary Type	Monthly
Salary Minimum	\$2332.82
Salary Maximum	\$3050.45
Position/Program Information	<p>Performs routine and simple maintenance of park, beach, public grounds and related custodial work. Positions allocable to this class work under the technical supervision of a Grounds Maintenance Worker II, and are responsible for such tasks as lawn mowing, weeding, fertilizing, sweeping, replanting, and renovating. Incumbents also perform related custodial work such as sweeping, mopping and waxing floors, washing windows and cleaning restrooms of structure associated with parks, beaches or other public facilities. Incumbents must possess the skills necessary to operate powered and manual operated grounds maintenance equipment.</p>
Essential Job Functions	<p>Cultivates, fertilizes, trims, and cleans planted areas adjacent to public buildings, golf courses, parks, and beaches using such tools as weed whips, backpack type blowers, and hedge trimmers.</p> <p>Mows, edges, and sweeps park and public building lawns using rider mowers and other gasoline and manually powered equipment.</p> <p>Pots, plants, transplants, fertilizes, sprays, prunes, and waters flowers, shrubs, and trees.</p> <p>Sweeps, mops, and waxes floors, washes windows, empties waste baskets, removes wall writing and cleans restrooms of structures associated with parks, beaches, or other public facilities.</p>

Under close supervision, prepares mixes, and applies non-restricted pesticides; applies restricted chemicals under supervision of a certified applicator, as needed.

Sharpens, cleans, paints, and cares for powered and hand operated tools and equipment.

Sets up and dismantles tables and chairs at various public facilities, as needed.

Drives automobile equipment to and from work sites, as needed.

Removes trash and debris from beach and along the tidelines.

Cleans storm drains and catch basins.

Assists tractor operations in relocation of lifeguard towers.

Requirements

SELECTION REQUIREMENTS: Six months experience in performing custodial work and routine maintenance.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver's License is required to perform job-related essential functions*.

Special Requirement Information

*A valid and current California Class C Driver's License is required. Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State department of Motor Vehicles before being appointed. License must not be suspended, restricted, or revoked.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

Examination Content	<p>This exam will consist of a written exam covering Basic Grounds and Landscape Maintenance Knowledge, Determination/Data Analysis and Interpretation, Reading Comprehension, Customer Service/Interpersonal Effectiveness and Mechanical Aptitude, weighted 100%.</p> <p>Candidates must achieve a score of 70% or higher on the interview in order to be placed on the eligible register.</p> <p>The written exam is not reviewable per Civil Service Rule 7.19.</p>
Special Information	<p>Shift: Any Shift</p> <p>Appointees will be required to work weekends and holidays and may be required to work the Evening Shift from 2:00 p.m. to 10:30 p.m.</p>
Vacancy Information	<p>The resulting eligible register will be used to fill vacancies in any area within the department of Beaches and Harbors.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.</p> <p>No person may compete for this examination more than once every six (6) months.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p> <p>Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision,</p>

you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles
Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualification for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

We may close this examination without prior notice.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application by 6:00 p.m., Pacific Standard Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (310) 821-0678 within five (5) days of filing. Please include exam number and exam title.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application at the address below by 6:00 p.m., Pacific Standard Time, on the last day of filing.

Submit completed application and any required supplemental material (if any) in person or by U.S. Mail to the following address:

County of Los Angeles
Department of Beaches & Harbors
13483 Fiji Way, Trailer 2
Marina del Rey, CA 90292
(310) 305-9571

Department Contact Name

Olga Valadez

Department Contact Phone

(310) 305-9571

Department Contact Email	ovaladez@bh.lacounty.gov
ADA Coordinator Phone	(310) 823-4287
California Relay Services Phone	(800) 735-2922